FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

## Summary Information

**Permit No:** F00157001-A **Type of Permit:** FILMING **Release Date:** 12/02/2019

**Production Company** AMERICAN FILM INSTITUTE

**Insured Company Name** AMERICAN FILM INSTITUTE
Contact Phone No. 1 323-856-7600
Contact Phone No. 2
Fax 323-467-4578
Address 2021 N WESTERN AVE
LOS ANGELES, California 90027

**Production Title** QUETZAL

**Type of Production** Student

**Producer** Sarah F. Hartley

**Director** Nicole Mejia

**1st AD** Alexa Polar

**Production Manager** Duran Jones

**FilmL.A. Coordinator** Ramona Jones

**Location Manager** Sarah F. Hartley
Primary Phone Mobile - 336-671-1030
Secondary Phone Office - 323-856-7651

**Location Assistant** Sarah F. Hartley
Primary Phone Mobile - 336-671-1030
Secondary Phone Office - 323-856-7651

### Fees

**Total Permit Fee** $0.00

**Number of Locations** 1

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## Summary Information — Location

**Location 1 of 1** 

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**Insured Company** AMERICAN FILM INSTITUTE
**Production Title** QUETZAL

**Location Manager** Sarah F. Hartley
Primary Phone Mobile - 336-671-1030
Secondary Phone Office - 323-856-7651

**Location Address** 2844 E 2nd St, Los Angeles, CA, 90033
**Location Name** EVERGREEN REC CENTER
**Location Type** Park
**Location Description** EVERGREEN REC CENTER (RAPG)
**Film Dates** 10/7/2019 - 10/7/2019 06:00 - 19:00 1 day
**Open or Closed to the Public** Open
**Generic Conditions** **THE CONSUMPTION OF ALCOHOLIC BEVERAGES AND THE USE OF DRUGS, INCLUDING MARIJUANA, ON LOCATION BY ANY CAST, CREW, OR INVITED GUESTS IS STRICTLY PROHIBITED.**
All vehicles must be parked on private property
Must comply with attached Rec & Park Conditions. Note: No smoking in City Parks unless guided by the Rec & Park Film Office Monitor or assigned Uniformed Fire Safety Officer in designated areas
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with merchant activity.
No interference with vehicular or pedestrian traffic
No Parking in handicap spaces at anytime.
No stopping and setting up in residential areas before 7am or after 10pm without prior approval
No stopping or setting up in front of merchants or residents without prior approval

**Please see attached documents** AFI-QUETZAL_STUDENT LETTER.pdf
66663 - guidelines.pdf

**Equipment on Location**

| Type | Quantity |
|---|---|
| Cast/Crew vehicles | 25 |
| Cube Trucks | 1 |
| Fire Extinguisher (2A10BC Minimum Rating) | 1 |
| Generator | 1 |
| Portable restrooms | 1 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 4 |
| Crew | 34 |
| Extras | 1 |

**Where are the extras holding?** Inside rec building, or in tent on rec center property. Extra will not be present on set for full day.

NOTE: I will need to have Rec & Park Monitor, but the box won't allow me to enter quantity (1).

**Filming Activities** Atmospheric smoke effects (water based); Camera on sticks; Equipment across street; Equipment on property; Exterior Dialogue; Exterior establishing shots; Handheld equipment; Intermittent pedestrian control; Park Reservation - 66663; Talent biking ;

**Special Effects:**

| Type | No. Times Per Day | No. Takes Per Take |
|---|---|---|
| Smoke effects | 10 - 15 | 1 |

Description of F/X Scene: We are exploring using combination of Wire Pull flares & smoke/haze on basket ball court.

**Jurisdiction** **Political:** Los Angeles City - Council District 14 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

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## Summary Information — Location



**Permit Number** F00157001-A
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**Production Title** QUETZAL

**Location Manager** Sarah F. Hartley
Primary Phone Mobile - 336-671-1030
Secondary Phone Office - 323-856-7651

**Thomas Guide Page:** 635 **Grid:** B5

**Approvals** LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE Christina Woods

**Coordinator Note** PRODUCTION COMPANY HAS A HARD OUT OF INTERIOR AREAS AT 5PM, NO EXCEPTIONS.

**Coordinator Note** Production company okay to use 4 Parking Spaces Near the Recreation center. All other vehicles must park off-site.

**Coordinator Note** 2 Park Monitors required on 10/7 from 6am-7pm

**Coordinator Note** Rider A- created in error. Was initially created to collect additional Park Service Fee however after careful review from the Park office, no additional fees are to be collected.

**Parking**

**Base Camp**
Location Type : Filming Location

**Crew Parking**
Location Type : Filming Location

**Parking Notes**
We would like to have Base Camp on the side of the Recreational Center. We request crew and camera truck parking in rec center and senior center spots. Please note, we are establishing a carpool from the AFI to location to reduce car numbers.

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AFI
CONSERVATORY

September 24, 2019

To Whom It May Concern:

**Re: Sarah "SF" Hartley, First Year Producing Fellow**
**"Quetzal"**

This letter is to introduce the above-named individual who is currently enrolled as a First Year Fellow at the American Film Institute Conservatory.

The American Film Institute is a non-profit educational organization dedicated to advancing and preserving the art of the moving image in the United States. The AFI Conservatory, a branch of the institute, is an accredited graduate institution offering the Master of Fine Arts degree.

The above-named individual is engaged in producing a required class project. The First Year productions of the AFI Conservatory are exercises for educational purposes only, and are not exhibited for commercial purposes. The American Film Institute is the owner of and provides all necessary insurance for the projects.

The American Film Institute is a non-profit educational organization, which has tax exempt status under section 501 (c) (3) of the Internal Revenue Code of 1954, federal identification number 52-6072925.

AFI would be grateful for any cooperation and assistance that can be provided to this individual in connection with the production of this required exercise. Should you require any further information, please contact me at the number listed below.

All our best,

Nathalie Curtis
Manager of Production Services, First Year

Note: Please be advised that no Fellow may incur a financial or legal obligation in the name of nor act as an agent for the American Film Institute. Any such arrangements must be made directly with the individual Fellow as the personally responsible party.

**AFI Conservatory**
**American Film Institute**
2021 North Western Avenue
Los Angeles, CA 90027
323.856.7600 Phone
323.856.7778 Fax
www.AFI.edu

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PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

# Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- **Ok film at Evergreen Park on 10/7/19 (see plot plan).**
- **Production has a HARD OUT at 5:00PM for the interior area of Evergreen Park, no exceptions.**
- **Production is approved to park 4 parking spaces near the recreation center (see plot plan).**
- **All others must park off-site no exceptions.**
- **Productions does not have exclusive use of the park or parking lot.**
- **Production must work around park activities.**
- **For interior filming the recreation center will be providing two staff for filming from 6:00AM to 5:00PM.**
- **Exterior filming is approved.**
- **Ok to have atmospheric smoke effect on the basketball courts (see film la permit).**
- **Ok to have 10x10 tents for shade only.**
- **No staking allowed must use free stand or water barrels.**
- **Ok to have truck with equipment for shoot.**
- **Not approved to have catering, crew parking or base-camp on-site.**
- **Not approved to alter landscape.**
- **Not approved to have a drone.**
- **Not approved to have an animal.**
- **Use of City utilities (water and electricity) is $75 per use, per day and the company will be invoiced by the Park Film Office.**
- **Pyrotechnics, explosions, stunts and special effects may be considered on a case-by-case basis for exterior use only and requires approval by LAFD and the Park Film Office. Any special effects that may cause damage to the interior/exterior of cave integrity are not permitted.**
- **Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.**
- **Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.**

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- **Nudity is prohibited and not allowed in any Recreation and Parks facility.**
- **No simulated sex allowed on Park property.**
- **Film permits do not provide exclusive use of a park or recreation area.**
- **Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.**
- **A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.**
- **Due to underground plastic irrigation lines and trees having shallow root systems, staking and or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.**
- **Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.**
- **Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.**
- **A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.**
- **Smoking: No Smoking unless in designated area**
- **Fire extinguisher required for generators on site.**
- **Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.**
- **A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.**

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**F-157001**
**AMERICAN FILM INSTITUTE – QUETZAL**
**EVERGREEN PARK**

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